



County of San Diego, Planning & Development Services

APPLICANT'S GUIDE TO ADMINISTRATIVE PERMIT FOR GATES, FENCES AND WALLS ZONING DIVISION

This permit is authorized by Section 6708.h of the San Diego County Zoning Ordinance to allow an increase in the height limitations of gates, fences and walls, including tennis court fencing and lighting.

NOTE TO THE PUBLIC: The following information, documents and forms must be included in an application at the time of submittal. If an application is deemed incomplete, it may not be accepted for processing.

PART I: FORMS AND DOCUMENTS

- ☐ [PDS-346 \(Discretionary Application\)](#). Fill in all requested information, beginning with "Owner(s) Name" and be sure to sign and date. Where information is not applicable, write N/A. Any signature other than the owner must be accompanied by a letter of authorization. The back of this form must be completed ONLY by PDS staff.
- ☐ [PDS-346S \(Supplemental Application\)](#). Be as detailed as possible in describing the proposed use. Include all aspects of your request. For example, if you intend to place lighting or decorative work on fence posts or the gate entry structure, please describe. Indicate if gates will be electrically or manually operated and in which direction they will open.
- ☐ [PDS-320 \(Evidence of Legal Parcel\)](#). Applicant completes the top portion of the form. If PDS records do not indicate how a parcel was created, the applicant must submit sufficient evidence with the application. Refer to PDS Policy G-3 if you are unsure of the legal status of your parcel. A permit cannot be issued on an illegally created parcel.
- ☐ [PDS-305 \(Ownership Disclosure\)](#). All persons having an ownership interest in the parcel must be listed.
- ☐ [PDS-126 \(Deposit Acknowledgement\)](#). Read this form carefully. Form must be completed and signed before fees are paid. *Please do not fill in deposit amount until the exact amount has been determined by the staff person who receives your application.*
- ☐ PDS-319 (Notice of Permit Application) Given to applicant at the time of filing.
- ☐ [PDS-514 \(Public Notice Certification\)](#). Go to "Part III – Public Notice" for additional information.

PART II: PLOT PLANS AND ELEVATIONS

Number of Copies: The amount required at intake varies by Permit Type. The [Discretionary Permits](#) page lists the many different Permit Types. Open the link for your Permit Type for specific information.

ELEVATIONS: An elevation is required showing the gate and gate entry structure with dimensions and heights. For fences and/or walls, an elevation of a typical fence/wall section is required, including pilaster posts if used, with dimensions and heights. Include any lighting fixtures or finials which will be part of the fence/wall.

PLOT PLANS: All plot plans should contain the information listed on [PDS-090 \(Typical Plot Plan\)](#) included with your application package. In addition, include all other information which may be pertinent to your specific request, as well as the following information:

Size of Plans: Plans must be minimum of 8 ½" x 11". Plans larger than that must be folded to 8 ½" x 11" with the lower right hand corner exposed.

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5981 • (888) 267-8770
<http://www.sdcountry.ca.gov/pds>



County of San Diego, PDS, Zoning Division
APPLICANT'S GUIDE ADMINISTRATIVE PERMIT FOR GATES, FENCES AND WALLS
Continued

Legibility: All plans must be legible. Faded or excessively dark prints are not acceptable. Also, plans which have been reduced must be easily readable and must reproduce clearly.

North Arrow/Scale: Include a **NORTH ARROW** to show the orientation of the plan. All drawings must be drawn to an engineer's (not architect's) scale such as 1 inch = 20 feet. If plans are reduced, the resulting drawings must maintain an engineer's scale.

Assessor's Parcel Number (APN): of the parcel(s) must be shown on the plan.

Dimensions/Distances: Show the following dimensions/distances: All property lines, width of roads and easements, structure setbacks, distance of fence/gate/wall(s) from property lines and from centerlines of streets.

Structures: Show all existing structures and their uses (i.e. dwelling, shed, pool, garage, fences, walls, trash structures, etc.).

Parking, Pedestrian and Vehicular Circulation: Show driveways and parking areas. For Commercial, Industrial or Multi-Family uses; show walkways, driveways, entrances, exits and parking lot areas with all dimensions. Label handicapped parking. Show parking for service and delivery vehicles and loading and unloading areas.

Tennis Court Lighting: Show height and location of all poles and fixtures. Include description or brochure of fixture.

PART III: PUBLIC NOTICE

The following information is necessary in order to properly notify surrounding property owners that the Administrative Permit is being processed. Review [PDS-515](#), for more detailed information.

- ☐ One (1) typed list of the name(s) and addresses of the owners of all properties within 300 feet of the parcel boundaries (and a minimum of 20 different owners). This list must be in numerical order by assessor parcel number. **NOTE:** For gates proposed across a private road easement, the notice must also be sent to all property owners with access rights to the private road, even if their property is beyond the 300 foot noticing radius.
- ☐ One (1) set of Assessor's pages properly highlighted per [PDS-515](#) (Public Notice Procedure).
- ☐ One (1) set of stamped and addressed business sized envelopes for each owner on the above referenced list. No metered postage allowed. Use **ONLY USPS "Forever" stamps**. PDS will provide the return address.
- ☐ One (1) set of gummed labels on 8 ½" x 11" sheets matching the list of owners referenced above. These labels are necessary in case the decision of the Department is appealed.
- ☐ [PDS-514 \(Public Notice Certification\)](#). Completed and signed attesting to the date the public notice information was obtained.
- ☐ [PDS-319 \(Posting Notice\)](#). Given to applicant at the time of filing. One or more of these signs must be posted on the property so that it is visible from the street or easement that is the primary access to the parcel.